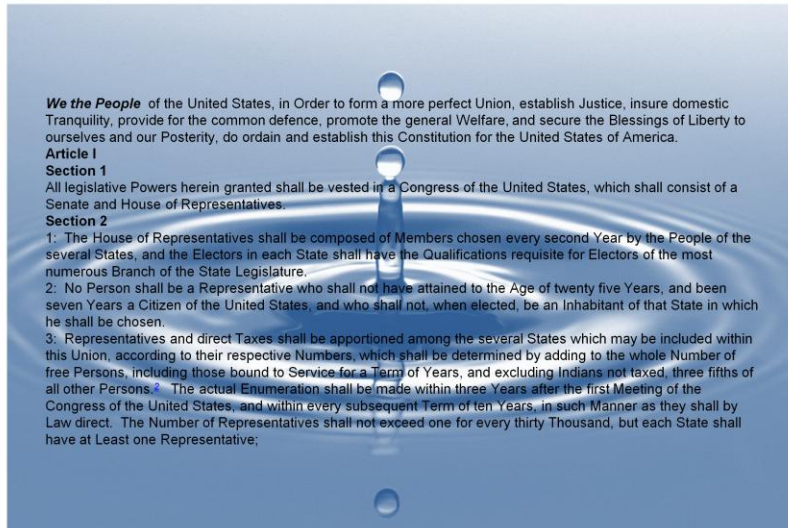


ADOBE ACROBAT



Welcome to the Adobe Acrobat Just in Time Learning. In this session we will cover how to add a watermark to your PDF document.

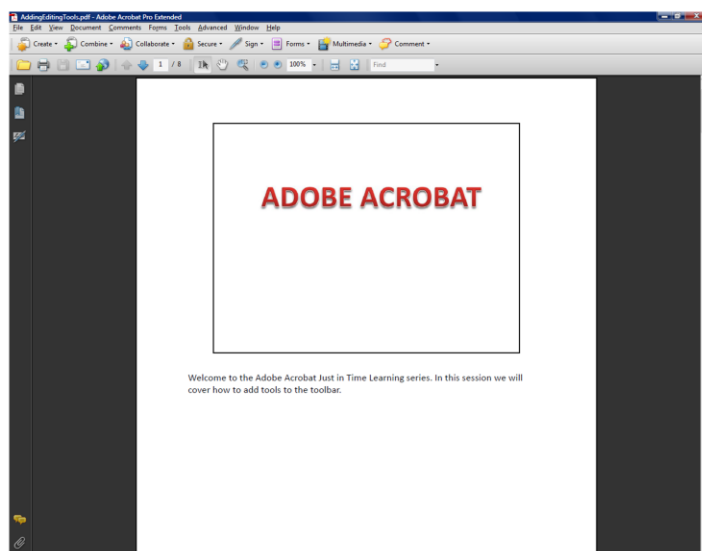
Adding a Watermark to Your Document



A watermark is text or an image that appears either in front of or behind an existing document and is integrated into PDF pages as a fixed element.

Adding a watermark to your document adds a layer of protection. For example if you want to distribute a document that is still a work in progress you may want to include a DRAFT watermark.

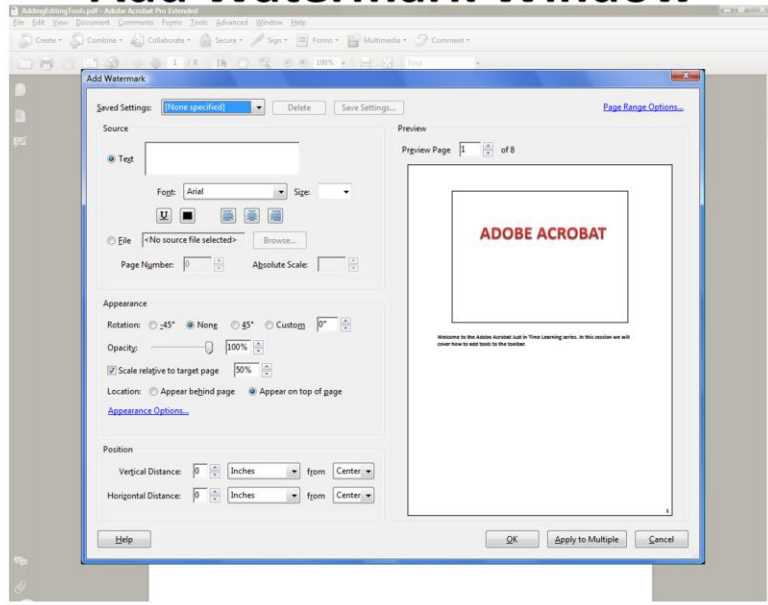
Document Menu



Watermarks are added through the Document menu.

Click Document from the toolbar and scroll down to the Watermark option. Notice from here you can Add, Update or Remove watermark(s). Click Add to open the Watermark window.

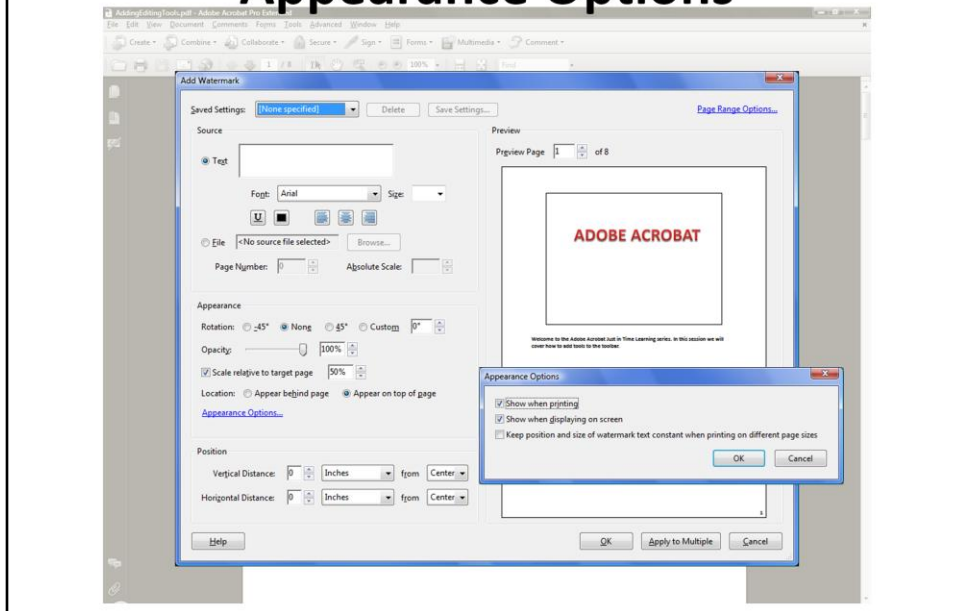
Add Watermark Window



Let's look at this window from the top down. Notice that the Saved Settings drop down has limited options. Once you set up your watermark you may save your settings to be used for other documents. So let's start with configuring your settings. First let's determine what your watermark will read and type that text into the Text field. Next, let's change the font from the default to Bell MT. We'll set the font size at 72 for now, but later I will show you how to set the text as a percentage of the page. We also want to change our font color to red.

Notice here that you can also use an image as your watermark by selecting File instead of Text and using the Browse button to insert the image.

Appearance Options

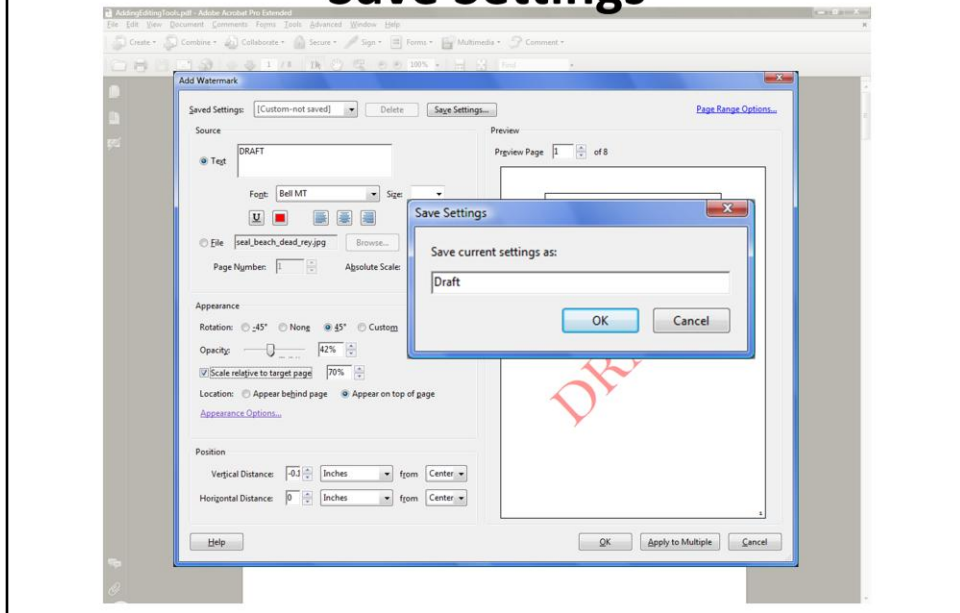


Now that you have your font set up let's look at the Appearance options. From here you can set the rotation of your text. You can rotate left or right, or select no rotation (none), or you can set a custom rotation by using the up/down arrows or typing in a value.

You can also determine the opacity of the text by moving the slider to the left or right, a preview of the watermark appears to your right. You can also adjust the scale of your text by selecting the *Scale relative to target page* box and increasing or decreasing the value using the up/down arrows or typing in a value. Determine where your watermark will sit by selecting one of the location radio buttons.

Finally, click the Appearance Options link and determine how you want your watermark to behave given the options provided. Click OK to apply and close the Appearance Options window.

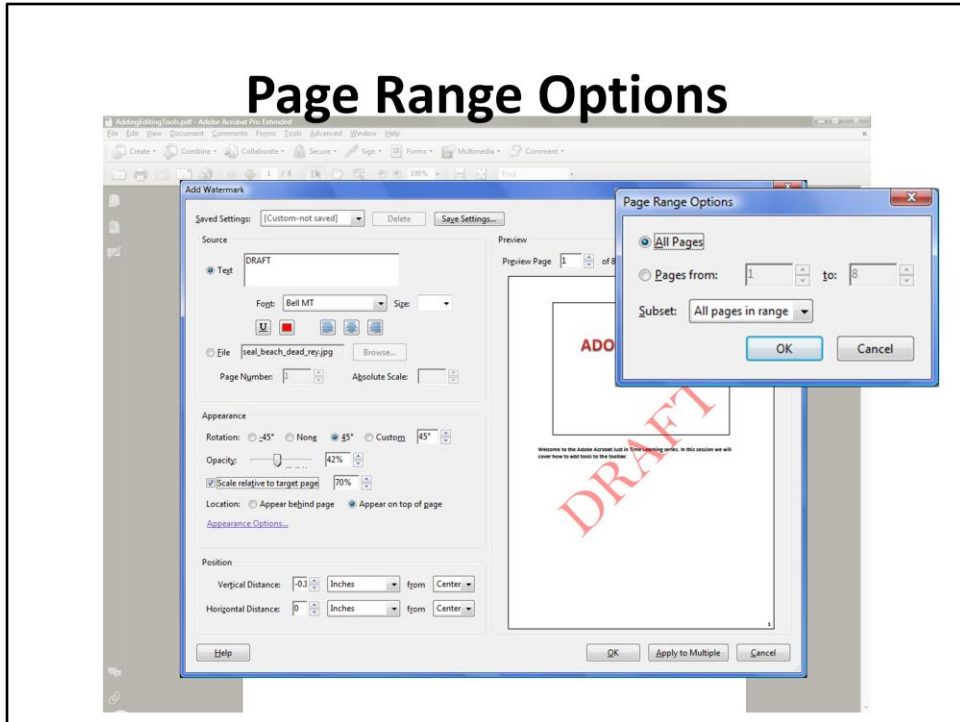
Save Settings



Next, determine the position of your watermark using the vertical and horizontal options.

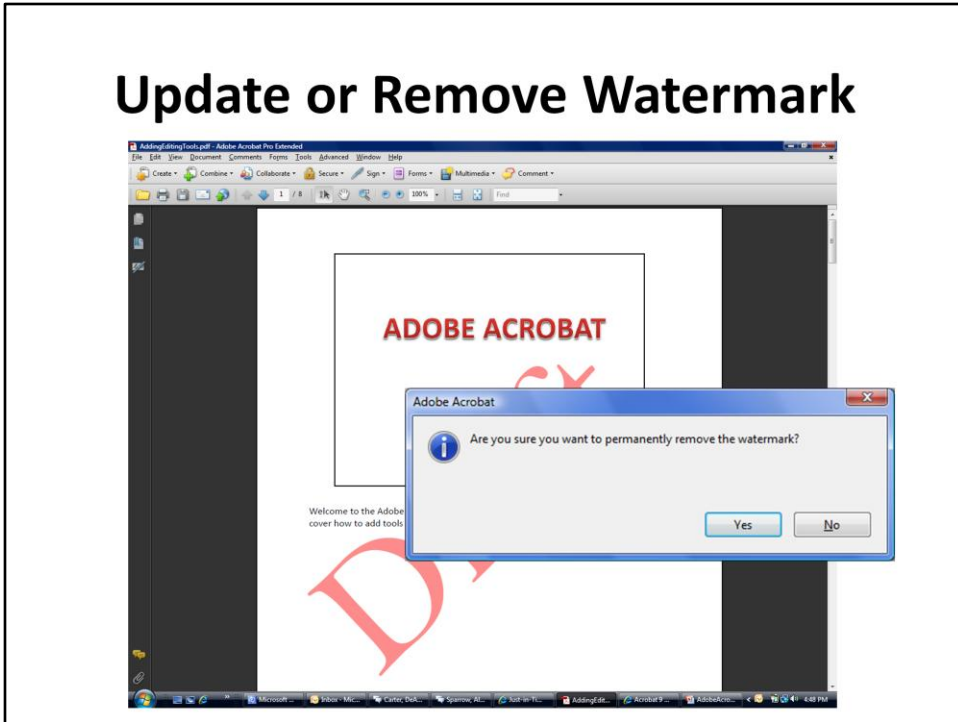
If you wish to save this watermark for future documents click the Save Settings button, give your watermark a name and click OK.

Page Range Options



Finally, click the Page Range Options link in the upper right corner of the window and select the option you wish for the watermark to appear in your document. Click Ok to apply and close the window.

Update or Remove Watermark



If you wish to remove or update the watermark click Document from the toolbar, scroll down to watermark and select Update. This will open the same window you used to create the watermark, only now all your settings are completed and editable from this window.

If you wish to remove the watermark click Document from the toolbar, scroll down to Watermark and select Remove. You will be prompted with a window asking if you want to remove the watermark, click Yes to remove the watermark and close the window.

Adding a Watermark to Your Document

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article I

Section 1

All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2

1: The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

2: No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

3: Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons.² The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative;

In this session we learned how to add, update and remove watermarks. I hope you found this information useful. See you next time!